

Job details

Salary

\$17 - \$22 an hour

Job Type

Part-time

POSITION DESCRIPTION

Unit Director

TITLE: UNIT DIRECTOR - Essexville Unit, Essexville, MI

PROFILE SOURCE: Management Professional

DEPARTMENT: Operations

REPORTS TO: Chief Operating Officer or Program Officer

FLSA CLASSIFICATION: Non-Exempt Exempt

PRIMARY FUNCTION:

Supervises and manages overall daily operations of designated Clubhouse. Key areas of responsibility are ensuring outstanding programs and services delivery for youth members, supervision, staff development, club operations, facilities management, membership administration, and community outreach.

The Club Director oversees engaging and age-appropriate programs within the priority outcome areas of Academic Success, Healthy Lifestyles, Good Character, and Citizenship. Staff will incorporate youth development principles; provide guidance to club members; and manage behaviors resulting in a safe and positive environment for youth.

KEY ROLES (Essential Job Responsibilities):

- Work with executive leadership and management staff to design a comprehensive youth development program.
- Project management to ensure the effective coordination and integration of the programs and resources of the Clubhouse.
- Provide support to executive leadership and staff in the areas of planning, management, program execution and communications.
- Manage program staff and daily operation of the unit.
- Ensure a safe environment for youth and staff.
- Assist with fund development and reporting process.
- Foster relationships with volunteers and among local schools, universities, businesses and other community youth agencies to enhance the programs.

Leadership

1. Implement planning and project management processes to ensure the effective coordination and integration of the programs that prepare youth for success and creates an environment that facilitates achievement of Youth Development Outcomes.
2. Provide program staff with resources and day-to-day supervisory support necessary for them to effectively conduct programs and activities.
3. Ensure a positive, healthy and safe environment for youth members and staff. 4. Recruit, train, and supervise employees. Provide ongoing feedback, identifying and supporting professional

development opportunities.

5. Cultivate staff's ability to provide guidance, discipline, mentoring and role modeling to youth members.

6. Conduct regular staff meetings and training.

7. Provide volunteer opportunities mentoring relationships with youth and provide training aimed at leadership.

Manage Facility & Club Operations

1. Make certain that administrative and operational systems run smoothly. 2. Establish, maintain and supervise a well-organized, clean and safe environment conducive to a productive youth development, learning and working environment.

3. Ensure that established Boys & Girls Club youth development strategy is implemented and rules and policies are enforced. Ensure programs, services and activities prepare youth for success, promote safety of members and quality and consistency in programs at all times. 4. Meet your Club's minimum expectations.

Fiscal Responsibilities

1. Manage clubhouse financial resources and control expenditures against budget. 2.

Maintain an annual inventory of all relevant program equipment and supplies. 3.

Recommend requisitions to supervisor for approval.

4. Complete and submit timely, accurate written reports.

5. Assist with grant reporting requirements and fund development.

Strategic Planning

1. Work with executive leadership, management and Club staff to plan, develop, implement, and evaluate overall quality of programs and services to ensure they meet organizational objectives and youth needs and interests.

2. Compile regular reports as directed to include but not limited to overall program participation, daily attendance, and membership.

3. Coordinate planning and execution of special events to ensure success. 4.

Participate in board committees as needed.

Marketing and Public Relations

1. Cultivate relationships with parents, local schools, businesses and community leaders, other youth and educational organizations to enhance programs and partnerships. 2. Develop and maintain public relations to increase the visibility of programs, services, and activities within the Club and the community.

ADDITIONAL RESPONSIBILITIES:

1. Work with staff on special events to carry out programs in all departments. 2. Exercise authority in problems relating to members; utilize guidance and discipline plan. 3. Manage designated outreach sites if applicable.

4. Perform other related duties as assigned.

RELATIONSHIPS:

Internal: Maintain close, daily contact with club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Have regular contact with youth members as needed to discipline and counsel. **External:**

Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

SKILLS/KNOWLEDGE REQUIRED:

- Knowledge of youth development, ways to engage youth, maintain positive relationships with youth, have a philosophy of restorative practices, and child safety protocols. ▪ Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Strong communication skills, both oral and written.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal effectively with members including discipline issues. ▪ Working knowledge of budget preparation, control, and management. ▪ Skills in fund-raising events.
- Demonstrated ability in working with young people, parents and community leaders. ▪ Valid Driver's License.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to: sit regularly, use hands to finger, handle, and/or feel; talk and hear. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Employee may be required to drive for errands.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

If you are interested in this position, please send your resume and cover letter to julie@greatlakesclubs.org

Job Type: Part-time

Pay: \$17.00 - \$22.00 per hour

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- After school
- Monday to Friday

Ability to commute/relocate:

- Essexville, MI 48732: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person

- Health insurance